Fermi National Accelerator Laboratory

TAP Self-Evaluation Matrix for Nuclear Materials Control and Accountability

FNAL NMC&A-4

Criteria	Suggested Validations	Document References Documents used to demonstrate compliance with each criterion.	Status C = Complete I = Incomplete	Comments
OBJECTIVE 1: TRAINING MANAGEMENT PROCESSES **Definition:** Documented and systematic training management processes are in place to support a performance-based training program.				Return to TOC
1.1 The organization has procedures that require and document a systematically developed training system.	1.1.1 Provide the procedure that requires training to be developed following a systematic process.	**Fermilab Nuclear Materials Control & Accountability Implementation Plan FNAL NMC&A-1**	C	
1.2 Annually, each program element plans its training program based on a needs analysis.	1.2.1 Provide a copy of a policy or procedure outlining the needs assessment/analysis process and the process for developing the annual training plan.	**Fermilab Nuclear Materials Control & Accountability Task Analysis and Training Needs Assessment** **FNAL NMC&A-3**	C	
	1.2.2 Provide a copy of the most recent annual training plan, including approvals, for each S&S program element covered by this TAP Self-Evaluation.	**Fermilab Nuclear Materials Control & Accountability Task Analysis and Training Needs Assessment** **FNAL NMC&A-3**	C	

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OBJECTIVE 2: STAFF QUALIFICATIONS AND DEVELOPMENT **Definition:** Training staff members possess and maintain the requisite education, skills, and experience to fulfill their assigned duties.				Return to TOC
2.1 All training staff have the requisite qualifications and certifications for their jobs.	2.1.1 (At site) Show that training staff, including OJT trainers, have required qualifications such as education, skills, knowledge, and experience, plus required certifications. (***Example:*** *a completed matrix of position requirements, instructor names and certifications, with completion dates. "ProForce training staff will meet requirements in DOE M 470.4-3, Chapter 4.")*		NA	**Fermilab does not design, develop, or conduct NMC&A training.**
2.2 Management regularly evaluates training staff performance.	2.2.1 Provide the procedures that document how staff performance evaluations are to be conducted.		NA	**Fermilab does not design, develop, or conduct NMC&A training.**
2.3 Performance evaluation and other feedback are used to improve the knowledge, skills, and abilities of instructors.	2.3.1 (At site) Show how performance evaluation and feedback are used to improve the training performance of the instructors. (***Example****: Show the connection between employee performance assessments, course evaluation forms, and resulting professional development plans.)*		NA	**Fermilab does not design, develop, or conduct NMC&A training.**
OBJECTIVE 3: TRAINING SUPPORT **Definition:** Training facilities, equipment, and materials adequately support training activities.				Return to TOC
3.1 Classroom and other instructional facilities meet training needs.	3.1.1 (At site) Show that instructional facilities are adequate to meet training needs in size, availability, proximity, and usefulness.		NA	**Fermilab does not design, develop, or conduct NMC&A training.**

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3.2 Training support materials are available to the instructional staff and adequate for effective training.	3.2.1 (At site) Show that instructional aids and equipment are available to instructors. In the case of tools, equipment, and components, show their similarity to those used on the job, if applicable.		NA	Fermilab does not design, develop, or conduct NMC&A training.
3.3 Student training records are consolidated, easily accessible, and maintained according to DOE requirements.	3.3.1 Provide the procedures that define and require a standard training record-keeping system as described in DOE M 470.4-1,Section J, 2. g., Training Records Management.		NA	Fermilab does not design, develop, or conduct NMC&A training.
	3.3.2 (At site) Show that student records are kept in accordance with the procedures.		NA	Fermilab does not design, develop, or conduct NMC&A training.
3.4 A course version and revision control process is documented.	3.4.1 Provide the procedures that define and require version and revision control processes.		NA	Fermilab does not design, develop, or conduct NMC&A training.
	3.4.2 (At site) Show how the version and revision control is implemented.		NA	Fermilab does not design, develop, or conduct NMC&A training.
3.5 A comprehensive history of each training course is documented and maintained.	3.5.1 (At site) Provide a course history file, or provide evidence of how records are kept to show the history of course development, evaluation, revision, and maintenance. *(Some examples of file content include memos and signature pages showing the dates and approval of course tasking, job analysis, task-to-training matrix, approved lesson plans or on-the-job training checklists, course maintenance schedules, evaluations, and documented revisions.)*		NA	Fermilab does not design, develop, or conduct NMC&A training.

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OBJECTIVE 4: ANALYSIS **Definition:** Analyses are performed to identify training needs.				Return to TOC
4.1 Tasks are identified for training through a systematic, documented analysis process.	4.1.1 Provide the procedures that describe the analysis methodologies used in the identification, selection, and validation of training tasks.	**Fermilab Nuclear Materials Control & Accountability Task Analysis and Training Needs Assessment, Attachment 1** **FNAL NMC&A-3**	C	
	4.1.2 (At site) Show how these procedures are implemented. *Example: Analysis report with tasks and training recommendations.*	**Fermilab Nuclear Materials Control & Accountability Task Analysis and Training Needs Assessment** **FNAL NMC&A-3**	C	
4.2 All tasks identified for training are tracked to ensure that tasks are trained.	4.2.1 (At site) Show how tasks are tracked and related to the lessons/objectives that teach them.	**Fermilab Nuclear Materials Control & Accountability Task Analysis and Training Needs Assessment, Attachment 2** **FNAL NMC&A-3**	C	
4.3 Analysis results and recommendations are documented and approved by management.	4.3.1 Provide the procedures that describe the analyses report and approval process, including management approval.	**Fermilab Nuclear Materials Control & Accountability Task Analysis and Training Needs Assessment** **FNAL NMC&A-3**	C	

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	4.3.2 (At site) Show how these procedures are being implemented. *Example: Analysis report with signature page completed by management.*	**Fermilab Nuclear Materials Control & Accountability Task Analysis and Training Needs Assessment** **FNAL NMC&A-3**	**C**	
OBJECTIVE 5: DESIGN **Definition:** Instructional goals, objectives, and performance criteria are written based on the analysis outcomes.				Return to TOC
5.1 Instructional goals, objectives, and performance criteria are derived using a systematic methodology based on an analysis report listing training recommendations.	5.1.1 Provide the procedures that describe the systematic methodology used to write instructional goals, objectives, and performance criteria based on the analysis outcome.		**NA**	**Fermilab does not design, develop, or conduct NMC&A training.**
5.2 The students' necessary entry-level knowledge, skills, and experience are documented. These are considered when writing pre-requisites, goals, objectives, and performance criteria.	5.2.1 Provide the procedures that describe how the necessary entry-level criteria and prerequisite are determined for a course.		**NA**	**Fermilab does not design, develop, or conduct NMC&A training.**
5.3 Performance objectives state the behavior that the student must demonstrate, the conditions under which the behavior will take place, and the standard of performance the student must achieve to complete the training activity.	5.3.1 (At site) Show that instructional objectives contain identifiable tasks (behaviors), conditions, and standards for the training.		**NA**	**Fermilab does not design, develop, or conduct NMC&A training.**

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5.4 Instructional objectives are sequenced on the basis of a logical progression that facilitates advancement from one skill or knowledge level to the next.	5.4.2 (At site) Show that objectives are sequenced on the basis of a logical arrangement consistent with the lesson goal.		NA	Fermilab does not design, develop, or conduct NMC&A training.
5.5 Subject-matter experts and/or expert performers validate objective hierarchies.	5.5.1 (At site) Provide the approval signature page from a design document or similar document, indicating review by subject-matter experts.		NA	Fermilab does not design, develop, or conduct NMC&A training.
5.6 Design recommendations for course development or revision are documented and approved by management.	5.6.1 Provide the procedures that describe the design approval process.		NA	
OBJECTIVE 6: DEVELOPMENT **Definition:** Training materials are systematically developed based on the instructional objectives.				Return to TOC
6.1 Training content is based on the instructional objectives.	6.1.1 Provide the procedures that describe the development of training, showing that it is based on objectives.		NA	Fermilab does not design, develop, or conduct NMC&A training.
	6.1.2 (At site) Provide lesson plans showing that content teaches the objectives.		NA	Fermilab does not design, develop, or conduct NMC&A training.
6.2 Lesson plans, including activities, are of sufficient detail to ensure consistent and repeatable training.	6.2.1. Provide the procedures that indicate the level of detail to include in a lesson plan.		NA	Fermilab does not design, develop, or conduct NMC&A training.
	6.2.2 (At site) Show lesson plans and all related activities demonstrating that content and instructor directions ensure consistent and repeatable training.		NA	Fermilab does not design, develop, or conduct NMC&A training.

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6.3 Training materials for each method of instruction share standardized formatting.	6.3.1 (At site) Show lesson plans, student materials, training aids, and job aids for each method of instruction to demonstrate that each method of instruction shares standardized formatting. *Possible methods include classroom, computer-based or e-Learning, OJT, or self-study.*		NA	**Fermilab does not design, develop, or conduct NMC&A training.**
6.4 Safety regulations and/or procedures are incorporated into training materials.	6.4.1 Provide the procedures that describe how or where safety regulations/**procedures** are to be incorporated into training materials.		NA	**Fermilab does not design, develop, or conduct NMC&A training.**
	6.4.2 (At site) Show that safety procedures are incorporated into training materials.		NA	**Fermilab does not design, develop, or conduct NMC&A training.**
6.5 Policy and operating procedures (such as DOE orders or other directives, site SOPS, and employee handbooks) are incorporated into training course content.	6.5.1 (At site) Show that policies and procedures are cited and incorporated into training course content, as applicable.		NA	**Fermilab does not design, develop, or conduct NMC&A training.**
6.6 Written tests and/or performance tests measure achievement of each instructional objective.	6.6.1 (At site) Show how written and/or performance tests measure achievement of each instructional objective. *(**Example:** Provide a test, answer key, or checklist that relates the test item to its objective, or create a matrix or table relating each test question or performance item to its instructional objective.)*		NA	**Fermilab does not design, develop, or conduct NMC&A training.**

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6.7 Lesson plans and training materials are approved by subject-matter experts and management.	6.7.1 Provide the procedures that describe the lesson plan approval process for initial development of training.		NA	Fermilab does not design, develop, or conduct NMC&A training.
	6.7.2 (At site) Provide the signature page showing approval of lesson plans by subject-matter experts and management.		NA	Fermilab does not design, develop, or conduct NMC&A training.
OBJECTIVE 7: IMPLEMENTATION **Definition:** Implementation of all training is safe, effective, and consistent with the ISD process.				Return to TOC
7.1 Training is implemented using appropriate training materials, instructional techniques, and resources as outlined in the lesson plan or storyboard or similar document.	7.1.1 Provide the procedures that describe how training is to be implemented.	Fermilab Nuclear Materials Control & Accountability Implementation Plan FNAL NMC&A-1	C	
7.2 Safety regulations are observed during all blocks of training, as applicable.	7.2.1 (At site) Provide a completed "instructor evaluation" sheet, required in section 2.0, validating that the instructor ***routinely*** follows safety regulations within his or her job duties.		NA	Fermilab does not design, develop, or conduct NMC&A training.
7.3 Training activities are used to encourage direct student participation.	7.3.1 (At site) Observe a training class for examples of class activities that encourage student participation. Note: If "real time" observation cannot be arranged, this may be validated through video taping several recent trainings. If this is not possible, a documented observation of student participation by management may be used.		NA	Fermilab does not design, develop, or conduct NMC&A training.

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7.4 Examinations and performance evaluations are administered and graded consistently, documented adequately, and securely maintained.	7.4.1 Provide the procedures that describe the administration, grading, documentation, and security of examinations and performance evaluations.		NA	Fermilab does not design, develop, or conduct NMC&A training.
7.5 Students who fail examinations are given remedial training and are retested.	7.5.1 Provide the procedures that describe the process for remediation and retesting.		NA	Fermilab does not design, develop, or conduct NMC&A training.
	7.5.2 (At site) Provide examples of this procedure (if available)		NA	Fermilab does not design, develop, or conduct NMC&A training.
7.6 **For self-instructional training**, all required materials are made available ***to the student,*** including reference materials, equipment, tests, feedback forms, and course completion certificates.	7.6.1 Provide the procedures that describe how self-instructional programs and their accompanying materials are made available to students.		NA	Fermilab does not design, develop, or conduct NMC&A training.
OBJECTIVE 8: EVALUATION **Definition:** Training effectiveness and its relation to job performance are systematically reviewed and evaluated.				Return to TOC
8.1 Student, instructor, management, and SME evaluations of training courses are regularly used to improve course content, materials, and instruction.	8.1.1 Provide the procedure that describes how all types of feedback are used to evaluate and improve all training courses.		NA	Fermilab does not design, develop, or conduct NMC&A training.

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	8.1.2 (At site) Provide examples showing how this procedure is implemented.		NA	Fermilab does not design, develop, or conduct NMC&A training.
8.2 The analysis and associated training materials are reviewed and updated regularly to reflect changes.	8.2.1 Provide the procedures that describe the process for review of analyses and related training materials.		NA	Fermilab does not design, develop, or conduct NMC&A training.
	8.2.2 (At site) Provide documents that show the linear flow from an analysis update through to the final lesson revision. *This could include a revised analysis document, an updated task-to-training matrix, updated objectives, and finally updated course content including student tests.*		NA	Fermilab does not design, develop, or conduct NMC&A training.
8.3 Lesson plans and training material revisions are approved by subject-matter experts and management.	8.3.1 Provide the procedures that describe the SME and management review and approval process for course revisions.		NA	Fermilab does not design, develop, or conduct NMC&A training.
	8.3.2 (At site) Provide the signature page showing periodic update and review of lesson plans by subject-matter experts and management.		NA	Fermilab does not design, develop, or conduct NMC&A training.
8.4 Periodic evaluation of the overall training program (as opposed to individual courses) is conducted.	8.4.1 Provide the procedures that describe how the overall training program is evaluated.		NA	Fermilab does not design, develop, or conduct NMC&A training.

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	8.4.2 (At site) Provide a current evaluation of the overall training program showing management review. *(Note: This criterion can be satisfied by an overall evaluation conducted by the S&S program element, the training organization, the internal corporate audit office, OA, or other equivalent process.)*		NA	**Fermilab does not design, develop, or conduct NMC&A training.**

To Contractor TAP POC/Preparer: *Modify the signature blocks below as necessary to fit your organization's structure. In the box below, check the items that best describe your TAP submittal.*

Signature and Approval page:

_____ ALL criteria and validations are complete.

__ x __ ALL criteria are complete and SOME validations are N/A, with explanation (attached). *(Note: This response is rare.)*

(Note: Any corrective actions must be completed.)

Prepared by: _Kathy Graden_ Kathy Graden _____ ***Date:*** 6/24/08

Contractor TAP Preparer/Nuclear Materials Representative

Reviewed by: _Susan McGimpsey_ S. McGimpsey _____ ***Date:*** 6/24/08

Nuclear Materials Representative Alternate

Approved by: _J. Donald Cossait_ J Donald Cossait _____ ***Date:*** 6/24/08

Associate Head of Radiation Protection